

SECRET

Recommendation #2 - Supplementary

The Agency policy that all applicants receive an initial polygraph interview as soon as practicable after they enter on duty is being carried out on a current basis.

All but two employees at Headquarters have received a polygraph interview. One of these two employees has been scheduled to be interviewed and the other employee has promised to arrange for an interview in the near future.

All returnees to Headquarters from PCS duty overseas are being given a polygraph interview on a prompt and current basis.

SECRET

SECRET

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

Recommendations #3 and 4 - Supplementary

The agreement and regulation concerning operational clearances has been accepted by the DD/P and is presently in the office of the DD(Support). Certain questions respecting clarity of language are presently being discussed among the CI Staff, the Security Office, and the office of the DD(Support).

The matter of keeping the Security Office informed of the use of operationally cleared personnel is covered under the proposed regulation.

The arrangement with DD/P eliminates duplication of searches of RI files by Security Office personnel and personnel of the DD/P. In accordance with an agreement between the DD/P and the D/S, searches of RI files for operational approvals are made by the interested division of DD/P. The Security Office searches RI files in cases of covert security approval.

The Security Office has not found it feasible to reduce Security Office personnel engaged in searching RI files because of staff employee cases, covert security clearance cases, covert security approval cases, and extraneous activities relating to the searching of RI files on behalf of other Federal agencies. The relatively small amount of man hours gained by the discontinuance of RI file searches in operational approval cases has been more than offset by the increased workload in other activities of the Security Support Division.

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

SECRET

25X1A

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

Next 1 Page(s) In Document Exempt

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

Recommendation #7 - Supplementary

There is attached a copy of a proposed basic CIA Safety Program.

In the opinion of this Office, an adequate T/O to carry out this Safety Program would be the following:

- 1 - Safety Officer, GS-14
- 1 - Assistant Safety Officer, GS-13
- 1 - Safety Inspector, GS-11
- 1 - Clerk-Stenographer, GS-5

Action has been initiated by this Office to have offices that utilize hazardous chemicals and explosives relocated in a more desirable location. Two reports originated by this Office have been sent to the Chief, DD/P/TSS advising him that the relocation of TSS facilities in the South Building attic is essential to the welfare of Agency personnel.

Construction plans prepared by the Real Estate and Construction Division/LO and the General Services Administration are being coordinated with the CIA Safety Officer to the extent practicable because of the understaffing of the Safety Officer function.

SECRET

Recommendation #7 - Supplementary

a. CIA Safety Program

A basic CIA Safety Program would include the following:

(1) A semi-annual inspection of all Agency buildings with a detailed report and corrective recommendations forwarded to the Offices concerned.

(2) Annual fire drills in all Agency buildings and a detailed report of findings and recommendations forwarded to the Offices concerned.

(3) Quarterly inspections of all Agency warehouses and detailed reports forwarded to the Offices concerned.

(5) A review of plans and specifications for new construction prior to initiation of work.

(6) The establishment of Area Safety Officers and a program of appropriate training for these Officers.

(7) The review of all plans for the movement and relocation of safes, safe files, etc.

(8) Attendance of the Safety Officer or his designee at meetings of the Federal Safety Council.

(9) A periodic review of artificial lighting conditions and technical testing as necessary.

(10) Technical tests in locations where gasoline operated equipment is used indoors.

(11) Coordination with the CIA Emergency Planning Officer with respect to the safety and fire aspects of Agency evacuation plans.

(12) The procuring and showing of appropriate films concerning safety and fire hazards.

(13) The keeping and posting of statistical data for accident frequency rates, etc.

25X1A

(14) An automotive safety program.

(15) Attendance at Federal and National Safety Council Schools to gain knowledge of new developments.

(16) The procuring of samples, where appropriate, of materials used within the Agency and arranging for tests to determine inflammability, toxicity, etc.

(17) Periodic checks of machinery with respect to guards, grounding, eye protection, etc.

(18) A current safety poster program.

b. The above represents a basic safety program for CIA and as experience develops, it is entirely probable that this program will be refined or additional items will be added.

SECRET

25X1A

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

Next 5 Page(s) In Document Exempt

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

SECRET

Recommendation #20 o -

The policy decision to place the responsibility for the establishment and maintenance of cover with the Central Cover Division, DD/P, eliminated certain functions of the former Cover Branch. The personnel of the Cover Branch have been transferred to the Support Branch and are concerned only with the support of cover problems. The former Cover Branch had a T/O of 12 professional and three clerical. This T/O has been reduced to seven professional and two clerical.

SECRET

25X1A

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

Approved For Release 2002/01/11 : CIA-RDP78-04718A001600050011-9

SECRET

Recommendation #20g -

The Employee Activity Branch of the Security Division, as successor to certain responsibilities of the Security Control Staff, is now the focal point within the Security Office for all clearances in connection with the external training program of the Office of Training. As a matter of information, representatives of the Security Office met with representatives of the Office of Training and it was agreed that the latter office would present its cover problems directly to the Central Cover Division, DD/P. With respect to security surveys of external training facilities, the Employee Activity Branch acts as the coordinator in the making of such inspections by the Inspection Staff of the Security Office.

SECRET

SECRET

Recommendation #20r-

The policy of the Security Office is to re-investigate those cases of employees where a question may arise and a review of the file does not disclose a complete field investigation by the FBI or by CIA subsequent to December 1950 when the FBI discontinued conducting investigations for CIA. It is anticipated that toward the end of this fiscal year that the Security Office may be in a position to institute a scheduled review of all files to determine those that do not contain a complete investigative report subsequent to 1950.

It is anticipated that during the fiscal year 1955 from 250 to 300 cases will be re-investigated. It is expected that toward the end of this fiscal year the rate of re-investigation will be such as to establish the program on a long-term cyclical basis.

SECRET